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1	*WAGEKEEPER* (c)Copyright 1989 Connie L. Bass & James R. Berry	
2	START	
3	Double click P/R Macro	
4	To Open worksheets Press-Option Command o	
5	Program will continue all the way thru starting with Payroll Taxes Form	
6	Were information on taxable wages limits & percentages can be entered.	
7	This Worksheet will open only if no wages have been posted to P/R Register.	
8	When you exit this worksheet by clicking on exit on data form , you will be presented	
9	an option via input box allowing you to continue or halt the macro. (This Option is	
10	presented every time you open with Option Command o.)	
11	At this point you are presented with another option. Close Month Or Close Quarter.	
12	If you are starting merely click ok for close month. This is important after you have made	
13	entries Close month updates quarter to date & year to date information & clears journal.	
14	Close quarter runs everything in close plus clears for new quarter use after 3,6,9,Mths.	
15	As the macro continues Employee information worksheet will open. You may enter Name	
16	SS No and Address. You May change employee code to any three letter or number you like.	
17	Employee Information & Payroll Journal uses Data Form to make entries. A Data Form	
18	sheet opens in front of the work sheet with all heading of the work sheet with boxes for	
19	entries in vertical position. To move from box to box merely press the tab key. After	
20	you have made your entry press return and you are ready for next entry. After you have	
21	all your entries to the worksheet click the box located bottom right labeled EXIT.	
22	When you exit the employee information worksheet the Payroll Journal will open make	
23	your monthly payroll entries Date, name, check no, employee code, wages, fica, fed w/h	
24	state w/h, & other(Ins Etc) Then click exit and the macro will continue.	
25	Computer at this time will calculate all worksheets, paste taxes to P/R Taxes Worksheet,	
26	print Payroll Register, Payroll Journal and Payroll Taxes. As the macro continues it	
27	automatically saves & closes worksheets. You have completed a months payroll.	
28	*WAGEKEEPER* can be used in conjunction with the program *BOOKKEEPER* .	
29	MACRO COMMAND KEYS	
30	Option Command o Opens the work sheets and runs all Macros.	
31	This is the only command you need to use unless you stop the macro.	
32	Option Command p Prints Journal Register and Taxes	
33	Option Command w Activates Employee Information	
34	Option Command j Activates Payroll Journal	
35	Option Command t Activates Payroll Taxes	
36	Option Command x Pastes information to Payroll Taxes	
37	Option Command m Closes out for the Month	
38	Option Command q Closes out for the Quarter	
39	Option Command y Closes out for the year or new payroll	
40	Option Command s Saves & Closes All Worksheets	
41	This program is limited. It will run three times then stop. It is set up to record only	
42	eleven employees. When ordering program you may request more or less employees.	
43	The more employees you have on the program the slower the calculation. This may not be	
44	disadvantage to you because it only calculates one time. That is after all entries have been	
45	made and the macro runs thru the whole process, print: save/close.	
46	For Passwords send \$15.00 to CONNIE L BASS, 1717 Ave K #221,Lubbock, Texas 79401	
47	If you have any questions you may call 1-806-747-2337.	

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